



## Child Welfare Center Event Request Form

Child Welfare Center to coordinate logistics:

- ☐ Boise State Child Welfare Center
- ☐ EWU – Idaho Child Welfare Research and Training Center

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

IDHW Primary Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Person Requesting Event: \_\_\_\_\_

Email Address of Person Requesting Event: \_\_\_\_\_

Funding Source:      Contract \_\_\_\_\_  
   Line Item \_\_\_\_\_

What will you need assistance with (check all that apply)?

- ☐ Maintaining and collecting registration information
- ☐ Lodging arrangements for attendees
- ☐ Conference room reservations
- ☐ Morning refreshments
- ☐ Lunch service
- ☐ Afternoon refreshments
- ☐ Contract with speaker(s)
  - Describe agreement with speaker, including fees and travel dollars
- \_\_\_\_\_ Speaker contact information (if known)\_\_\_\_\_
- ☐ Other essential items \_\_\_\_\_

Briefly describe the purpose of this event, as well as any relevant instructions about desired location, etc.

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Date: \_\_\_\_\_

Completed form will be routed to Oscar Morgan, PET at [morgano@dhw.idaho.gov](mailto:morgano@dhw.idaho.gov).  
BSU requests will also be routed to Kathy Tidwell at [kathytidwell@boisestate.edu](mailto:kathytidwell@boisestate.edu).  
EWU-ICWRTC requests will also be routed to Patty Gregory at [gregoryp@dhw.idaho.gov](mailto:gregoryp@dhw.idaho.gov).